

HAMPSTEAD PLANNING & ZONING COMMISSION
MINUTES
November 20, 2019

The Hampstead Planning & Zoning Commission met on Wednesday, November 20, 2019. Commission Chair Sharon Callahan called the meeting to order at 7:00 p.m. The following Commission Members were present: Kevin Malinowski, Deborah Painter and Jim Roark. Staff members present were: Tammi Ledley, Zoning Administrator and Rob Orem, Officer, Hampstead Police Department. Price Wagoner, the Carroll County Department of Planning liaison to Hampstead was also present.

Guests present: Stacie Leister and Council Member Marlene Duff.

Minutes Approval

Commission Member Deborah Painter made **a motion to approve the October 23, 2019 meeting minutes as presented.** Commission Member Jim Roark seconded the motion. The motion passed with four votes for, no votes against and no abstentions.

Business:

Zoning Administrator Tammi Ledley gave a report to the Commission on the Main Street Revitalization project, stating that attended the twenty seventh monthly partnering meeting on October 17th, 2019. Mrs. Ledley further stated that crews have finished the landscaping in Sections 1 and 2 except for the shrubs that will be planted after the evergreens are removed in front of 807 South Main Street. The landscaping above the northern railroad tracks should be planted this month. State Highway will maintain the landscaping for the next year. After installing curb, gutter and driveway aprons, C.J. Miller constructed the permanent road from the northern railroad tracks to Farm Woods Lane. The paving crew began constructing the permanent road from North Woods Trail to Shiloh Avenue and completed the north bound travel lane and the shoulder. Since the weather will be below 40 degrees for the next couple days, they are switching to applying the permanent patching from just south of 482 to the northern railroad tracks tomorrow. This Thursday and Friday, crews plan to return to section one to complete the south bound travel lane and shoulder. No parking will be allowed in this section beginning 7 a.m. on Thursday, November 14th. Next week crews plan to finish the permanent patching above 482. C.J. Miller's original schedule included removing the old sidewalk from Shiloh Avenue to Houck Avenue on the south bound lane to prepare for the installation of the new sidewalks before this winter season. However, the weather may prohibit this work to continue as planned. In the areas where the old sidewalk has been removed or may be removed, they will place asphalt if the weather becomes too cold to pour concrete. The crews will commence the sidewalk work again in the Spring. Cluster boxes are being installed in Section 2 where the residents currently have post office boxes instead of mail delivery. We hoped that all the cluster boxes in this section would be installed before the post office moved. Unfortunately, not all the boxes were installed. There are two reasons for this delay. First, the local post office is having difficulty receiving approval to add some of the new mail deliveries to postal carrier routes. Second, some of the concrete pads have not been installed yet. Therefore, a few of the residents will need to pick up their mail from the new location until these issues are resolved.

Stacie Leister, the owner of 1341 West Street, requested approval from the Commission to install a four foot industrial strength chain link fence in their rear yard at the referenced property in order to contain their ninety-five pound dog. She explained that a fence of another material would not be strong enough to

contain the dog and they want to ensure the safety of the dog as well as neighbors. Mr. Roark asked if the fence would be installed inside the property lines a little bit; Mrs. Leister stated it would indeed be set back from the property lines. Mrs. Callahan inquired from Mrs. Ledley if a permit was required to which Mrs. Ledley replied that a permit did not need to be issued. The Commission Members reviewed a brochure which Mrs. Leister provided.

Mr. Roark made **a motion to approve the chain link fence at 1341 West Street as presented**. Mrs. Painter seconded the motion. The motion passed with four votes for, no votes against and no abstentions.

Mrs. Leister stated that the fencing company required a certificate or letter from the Town with the approval; Mrs. Ledley stated that Assistant Zoning Administrator Lorena Vaccare will provide such to Mrs. Leister tomorrow.

Mrs. Ledley initiated a discussion of the Hampstead Community Comprehensive Plan, summarizing some of the changes that need to be made with current zoning of some properties within Town, especially on Main Street, as well as other changes to update the Plan. Mrs. Ledley stated that the best plan will be to update a chapter at a time and present it to the Commission for their input and approval, with which the Commission agreed. Once all of the chapters have been reviewed and approved it will be presented to the Council for final approval. Mrs. Ledley stated that Mrs. Vaccare will begin working on the updates to Chapters 1 and 2, possibly 3, in January after she has trained the new Administrative Assistant who is starting on December 2nd.

Mr. Wagoner gave a report to the Commission, stating that the Carroll County Planning Commission will be holding a work session on the County's rezoning on industrial, business, etc. He further stated that their office is now fully staffed with two new planners who are integrating into the department.

Other Business:

No other business.

Public Comment:

None.

Mrs. Painter made **a motion to adjourn**. Commission Member Kevin Malinowski seconded the motion. The motion passed with four votes for, no votes against and no abstentions.

ATTEST

CHAIR